



Bar Hill Community Association (BHCA)

NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY

Title: Monthly Trustee Meeting

<https://bit.ly/bhca-shared-calendar>

Time: Tuesday, 13th February 2024 at 7:30 pm



AGENDA

Reference Documents

- REF01 Minutes of the meeting held on 9th January 2024.pdf
- REF02 Action List - 60-day Report.pdf
- REF03 Financial Update - January 2024.pdf
- REF04 Equal Opportunities Policy & Procedures (V0.1 Draft).pdf
- REF05 Trustee & Volunteer Training Acknowledgement
- REF06 Scheduled Agenda Items.pdf
- REF07 Fundraiser (Role Description) V0.1 (Draft).pdf
- REF08 Reimbursement of Expenses & Purchases Policies and Procedures V1.1 (Draft).pdf
- REF09 Grant-Making Policy V1.2 (Draft).pdf
- REF10 Donation Request Form.pdf
- REF11 Lego Programming Sponsorship Donation Request (Barry Dean).pdf
- REF12 Draft ICB Consultation Letter.pdf
- REF13 The Europe Challenge (Meet Eat Art) Original Cambs CC Library Service Submission.pdf
- REF14 Europe Challenge 2024 Committee Terms of Reference.pdf
- REF15 Original PPG Practice Report.pdf
- REF16 Charitable Donations & Fundraising Policy (1.2 Draft).pdf

Information Only Items

- IOI01 Gift Aid - Single Donation (New BHCA Template)
- IOI02 Gift Aid - Multiple Donations (New BHCA Template)

Open Forum

OF1	The Chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who are unable to attend in person.	(oral)
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Main Agenda Items

01	<p>Apologies for absence – Hilary Whipp (HW, Treasurer).</p> <p>Present <i><Name> (<Initials> [, <Position>] [, <Committee Chair's>]</i>:</p> <p>BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Phone Box Library), Anthony Mitchell (AM, Vice Chair), Bunty Waters (BW), Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p>Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD)</p>	(oral)
02	Minutes of meeting on 9th January 2024	REF01
03	Review of Actions from Action Log	REF02
04	Declarations of interests	(oral)
05	Announcements from the Chair	(oral)
06	<p>Financial Update</p> <p>AP met with AM on the 24th January to count the donations in the buckets from last November's Christmas Event. The total was £88.23. It was transferred into the bank account on the 31st January 2024.</p> <p>Regarding the reporting of Paypal balances. Our Paypal account is not configured to transfer donations into the main (Barclays) bank account on a daily basis. Because of this, totals for the Paypal account will no longer be included in reporting as it's no longer necessary.</p>	REF03
07	Committee Updates: Bar Hill News (AP), Christmas Event (??), Fête & Festival (KB), Parks & Recreation (JFS), Phone Box Library (AP), and Wellbeing Walks (AP)	(oral)
10	<p>New Policy: Equal opportunities policy and procedure</p> <p>The is based on the sample policy from Small Charity Support and covers both Trustees, Volunteers, as well as Employees.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 0.1 Draft, and advance it to 1.0 Approved.</p>	REF04
11	<p>Simplification of Training record system</p> <p>PROPOSAL 1: We simplify the current training record system by having a single page per training document (as shown in REF05) and have Trustees and (where appropriate) volunteers sign after reading.</p>	REF05
12	<p>Policy Review: Charitable Donations & Fundraising Policy</p> <p>This is an updated version of an existing policy. The old policy is</p>	REF16

	<p>available (for comparison) in the “Policies and Procedures” folder in the Trustees Document area.</p> <p>PROPOSAL: We accept the policy (and add it to the Annual Review Calendar) at version 1.2 Draft, and advance it to 2.0 Approved.</p>	
13	<p>Monthly Agenda Items Schedule</p> <p>Attached is the schedule for monthly agenda items. The intention behind the schedule is to include one (or two) policies or procedures a month for review.</p> <p>PROPOSAL: We accept the attached schedule.</p> <p>Trustees (and those with BHCA Google Accounts) can access the Google Sheet directly in the shared Trustee Documents > Meetings folder (any issues message AP)</p>	REF06
14	<p>Fundraising</p> <p>A Fundraising Role description has been created to form the basis of articles and requests for help in the Bar Hill News and Online.</p> <p>PROPOSAL: We accept the Role Description as specified in REF07 (this will update the version to 1.0) and that this is used to form the basis of recruitment going forward.</p> <p>We are starting to assemble a list of businesses in our village and surrounding villages that we could potentially approach to sponsor events/ advertise in the Bar Hill News/ donate to the charity.</p> <p>PROPOSAL: Where a Trustee (or volunteer) has a connection to an organisation we record it and they manage connection to that organisation acting as a point of contact for other groups within the BHCA who wish to engage with that organisation.</p>	REF07
15	<p>Updated Policy: Reimbursement of Expenses & Purchases Policies and Procedures</p> <p>The changes to the document are to the form for claiming expenses. The updates clarify who completes what, the affected budget, and the location of receipts (just a folder name).</p> <p>PROPOSAL: We accept version 1.1 (Draft), change the version to 1.2 (Approved).</p>	REF08
16	<p>Trustee Communications</p> <p>At the moment we use WhatsApp as a means of discussing things amongst Trustees. The problem with WhatsApp is there is no</p>	(oral)

	<p>searchable history that volunteers can use to feed into discussions without being added to the group.</p> <p>As we get bigger an “everyone” group will become less and less manageable.</p> <p>This proposal is to switch to Google Groups.</p> <p>Please note that there is no requirement to install an application in order to use Google Groups.</p> <p>Individual group members in Google Groups have much greater control over messaging - opting to receive an email for each message, or a daily digest (for example) - and the archive is held by Google and is searchable.</p> <p>We already use Google Groups extensively within the organisation - for example Meeting Agendas, Chair of Trustees, BHN Contributors, Finance, etc. For 99% of users it is just email.</p> <p>More information on Google Groups is available (via a non-Google site) here;</p> <p><u>https://www.dragapp.com/blog/google-groups-guide/</u></p> <p>PROPOSAL: We stop using WhatsApp and switch to using Google Groups (which is essentially managed email) discussions. Trustees will be able to send emails to the group - no-one else will.</p> <p>PROPOSAL: We stop using Slack and close our account.</p> <p>The group will be configured so only Trustees can send messages to it.</p>	
17	<p>VAT Registration</p> <p>As a charity we have the option of registering for VAT. This will allow us to claim back 20% on VAT-chargeable purchases.</p> <p>Here is the details for VAT registration; https://www.gov.uk/vat-charities/registration</p> <p>The first paragraph;</p> <p>“As a charity, you must <u>register for VAT</u> with HM Revenue and Customs (HMRC) if your VAT taxable turnover is more than £85,000.</p> <p>You can choose to register if it’s below this, for example, to reclaim VAT on your supplies.”</p>	(oral)

	<p>We would register using the second option (choosing to register).</p> <p>If we become VAT registered we will be required to submit VAT returns. A VAT return comes in two parts; VAT we had added to sales, and VAT we wish to claim back on purchases.</p> <p>We would need to add VAT on Sales. For example stall bookings for the Fete would need to include VAT (at 20%) as would costs for advertising in the Bar Hill News. We can either absorb these costs (so a £15 item would now cost £12.50 + £2.50 VAT) or pass them on (the same £15 item now costs £18 including £3 VAT). VAT registered businesses would be able to claim this VAT back so, if we kept the charges the same we would instead be offering them a reduction of the included VAT. We can do this on an item-by-item basis.</p> <p>VAT returns are usually quarterly but with this scheme; https://www.gov.uk/vat-annual-accounting-scheme we can switch to Annual which I think makes a lot more sense from our point of view.</p> <p>This would eliminate our need to go via the Parish Council to maximise donations.</p> <p>PROPOSAL: We register for VAT. AP becomes responsible for VAT submissions with another trustee, to be nominated, acting as backup. AP to document and manage this process for approval at a future meeting. All sales must now include VAT with individual committees deciding on how it should be passed on.</p> <p>NOTE: There will probably be a gap between registering for VAT and being accepted onto the VAT Annual Accounting Scheme. We should expect to have to submit at least one or two quarterly returns.</p>	
18	<p>Grant Application Form</p> <p>AM provided a template Grant Application form. The intention is that this form would be placed on our website (or an electronic version of it) and people seeking to apply for a grant would use it.</p> <p>I have updated the Grant Making Policy to include completing the Application Form.</p> <p>PROPOSAL: We accept that Grant Making Policy V1.2 (Draft) and advance the version to V1.3 (Approved),</p> <p>PROPOSAL: PDF versions of the Grant Making Policy, and the Grant Application Form be added to our website.</p> <p>PROPOSAL: An electronic version of the Grant Making Policy (collecting identical information) be created and added to our website.</p>	REF10

19	<p>Request for donation: Lego Programming Equipment</p> <p>We have received a donation request from Barry Dean for the purchase of lego programming equipment. Each piece costs £430.</p> <p>PROPOSAL: We offer the services of the BHCA to allow Gift Aid to be claimed on donations (and potentially VAT to be recovered on costs of the items themselves) for this project.</p> <p>PROPOSAL: We offer a delayed donation. Trustees must understand that there is not sufficient funds for an immediate donation - we would need to fundraise to meet any donation.</p>	REF11
20	<p>The BHCA has the opportunity to provide a written submission to the NHS Cambridgeshire and Peterborough Integrated Care Board (henceforth ICB).</p> <p>The ICB is currently charged with commissioning services for Maple Surgery and has a legal requirement placed on it by the Government to consult on significant changes with the Local Community (amongst other stakeholders).</p> <p>It was announced at the last Maple Surgery Patient Participation Group meeting that the tendering process to run Maple Surgery has been shortened to half the usual time.</p> <p>PROPOSAL: The draft letter, as submitted by AM, serving as our response to the consultation is approved and sent as is.</p>	REF12 REF15
21	<p>The Europe Challenge update</p> <p>There is a published website with more information on this exciting project; https://theeuropchallenge.eu/</p> <p>We now have the submission document from the library service (REF13) which is also in the Committee folder.</p> <p>PROPOSAL: We formerly set up a BHCA Committee (consisting of myself and Bunty in the first instance). The Terms of Reference are attached as REF14. This setup would include a budget of Zero.</p>	REF13 REF14
22	<p>General Budget Manager</p> <p>At the moment we have the General Budget which, so long as it's in surplus, we use for things like the web domain, stickers, etc.</p> <p>PROPOSAL: The "Chair of Trustees" to be placed in charge of managing this budget and authorised to spend up to £50 a month from this budget. All expenses used under this budget should be reported as</p>	(oral)

	an information-only-item (IOI) at the next Trustees meeting. NOTE: The General budget is not currently in surplus.	
97	Other business (including agenda items for future meetings) -	(oral)
98	Date of Next Meeting PROPOSED Tuesday, 12th March @ 19:30 in The Fox	(oral)
99	Thanks & Close	(oral)

Dated: 13-FEB-2024	Dated: 13-FEB-2024
J. Foster-Smith	D. Pellew